

FINANCIAL STATUS REPORTS

Report Period	Due Date
10/1-10/31	11/30
11/1-11/30	12/30
12/1-12/31	1/30
1/1-1/31	2/28
2/1-2/28	3/30
3/1-3/31	4/30
4/1-4/30	5/30
5/1-5/31	6/30
6/1-6/30	7/30
7/1-7/31	8/30
8/1-8/31	9/30
9/1-9/30	10/30

Financial Status Reports (FSRs) are due monthly, on the 30th day of the subsequent month (28th of the month in February). FSRs are **REIMBURSEMENT ONLY**; do not include expenses for any expenditure you have not already paid.

HOW TO COMPLETE AN FSR:

1. Project directors, financial officers, and program staff are authorized to complete an FSR.
2. The user must login to MAGIC+ located at: <https://msp.intelligrants.com>
3. At the main menu, scroll down to "My Tasks."
4. Click on the "Open Tasks" button.
5. Open your grant by clicking on the name of the grant (e.g., *70999-1-Grantee Police Department-2016*).
6. To open your FSR, scroll down to "Examine Related Items" and click on "View Related Items."
7. To initiate a new FSR, select the corresponding report starting with "*Initiate a/an Month Financial Status Report.*"
8. On the next screen, select "I AGREE" to confirm.
9. The new FSR is now open. Select "View Forms" to open the report.
10. Click on the name of the report (e.g., *October Financial Status Report*).
11. For the first month of the report (e.g., October), the FSR page will show no year-to-date (YTD) expenditures. The balance column will remain blank until the page is saved for the first time.
12. In the current period fields, enter the amount of total expenditures for each applicable line item:
 - a) Under grant funds, enter the amount of grant funds requested for reimbursement.
 - b) Under match funds, enter the amount of match funds used.
13. After all expenditures are entered, click the "Save" button at the top of the screen. The form will now calculate the entered amounts. If you receive an error, follow the directions listed and save the form again.
14. Once you have successfully saved all entries without error, select the "Click Here to View Status Options" button. The required report is not submitted to the Byrne JAG Section until the status has been updated.
15. Under "Report Submitted," select "Apply Status."
16. Click "I AGREE" to confirm.
17. You have successfully submitted your monthly financial status report!

REMINDERS AND TIPS:

- The remaining reports are listed in order by month. Please be sure to break out your costs by state agreement versus local match (whatever your program match percentage is) on the bottom of the FSR or it will give you an error message.
- FSRs are due by the 30th of each month (except February), regardless of whether you have spent any money or not during the previous month (submit a \$0 FSR, if no funds were expended). Dates are outlined within your Grant Agreement.
- **Failure to meet financial reporting responsibilities, as identified within the Grant Agreement, may result in withholding payment or the cancellation of your grant award.**
- FSRs are required for every month **even if you have spent your entire award in a previous month**, until you submit the final (September) report. You **must submit** an FSR even if you have not spent any grant funds. To do this you would submit a report showing "0" expenditures. You are required to submit FSRs for all months when the expenditures occurred, you cannot submit "0" in months with expenditures without documented permission from a grant advisor.
- A common error is made when "Total Expenditures" do not match the "Total Funding" amounts (in the Expenditures Current for the month). These totals **MUST** match in order for MAGIC+ to allow for your submission.